

**SCHOOL DISTRICT OF ALAUCHA COUNTY**

**COORDINATOR -- ROUTING SYSTEM**

**JOB DESCRIPTION**

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** No  
**PAY GRADE:** 27      **SALARY SCHEDULE:** Professional/Technical

**QUALIFICATIONS:**

- (1) High school diploma or GED.
- (2) Minimum of five (5) years experience in computerized fleet or school bus routing system.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the county road system. Knowledge of the state traffic laws and the rules and regulations of the School Board as they relate to the school bus operations. Ability to keep necessary records and prepare written reports. Ability to establish and maintain effective working relationships with staff, principals, supervisors and the public. Ability to communicate effectively both orally and in writing. Ability to use and operate computerized bus routing system.

**REPORTS TO:**

Officer, Chief -- Technology and Information Services

**JOB GOAL**

To maintain and operate the district's Bus-Planner/Georef computerized bus routing system.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Maintain all bus routes on bus-planner/georef (stops, times, driver assignments, etc.) and optimize operation.
- \*(2) Maintain student records on bus-planner/georef (stop assignments, address corrections, etc.).
- \*(3) Post routes and student assignments on district student information system and web page as changes are made on bus-planner/georef.
- \*(4) Create and verify reports on bus-planner/georef/school system.
- \*(5) Verify 911 addresses for computerized mapping updates.
- \*(6) Update computerized map and maintain current school zones in bus-planner/georef.
- \*(7) Assist other coordinators with establishing bus stops and routes.
- \*(8) Provide copies of route sheets for drivers, coordinators, dispatch, and schools.
- \*(9) Calculate and submit driver and attendant hours per day to the employee and the transportation payroll department.
- \*(10) Establish and assign all extra duties beyond normal route hours.
- \*(11) Assist in student bus assignments.
- \*(12) Compile and provide FEFP student surveys for coordinators and drivers and assist with verification.
- \*(13) Verify driver bus storage locations.
- \*(14) Track data for alternative revenue sources for students riding buses.

## COORDINATOR -- ROUTING SYSTEM (Continued)

- \*(15) Act as a Liaison with the IT department.
- \*(16) Assist in special projects (i.e., boundary changes and planning)
- \*(17) Check bus routes for accuracy of bus-planner/georef, as needed.
- \*(18) Serve as the district's liaison to bus-planner/georef for the development and implementation of its computerized bus-planner/georef.
- \*(19) Evaluate new software and train staff on new software.
- \*(20) Adhere to applicable safety standards.
- \*(21) Attend all staff meetings and workshops.
- \*(22) Assist with maintaining a clean and orderly environment.
- \*(23) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(24) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \*(25) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(26) Demonstrate initiative in the performance of assigned responsibilities.
- \*(27) Demonstrate support for the school district and its goals and priorities.
- \*(28) Exhibit interpersonal skills as an effective team member.
- \*(29) Follow attendance, punctuality and proper dress rules.
- \*(30) Maintain confidentiality regarding school/workplace matters.
- \*(31) Maintain expertise in assigned areas.
- \*(32) Manage time efficiently.
- \*(33) Model and maintain high ethical standards.
- \*(34) Participate in cross-training activities as required.
- \*(35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(36) Prepare all required reports and maintain updated and accurate records.
- \*(37) Represent the District in a positive and professional manner.
- \*(38) Respond to inquiries and concerns in a timely manner.
- (39) Perform other duties as assigned.
- \*(40) May be required to work beyond the 40 hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 08**

Adopted 10/19/10

Superintendent Revised: 8/11/15